



Becky Dawes
Procurement Director

16-13-P Tree Clearing and Mulching For Aiken County Parks

Invitation to Bid

Project Description: Aiken County Government is requesting Sealed Proposals for the forestry clearing and mulching of trees, stumps, underbrush and other vegetation at County owned parks. The quote should include necessary tools for clearing, keeper trees and for any additional ground personnel. The minimum work request from Aiken County Parks, Recreation and Tourism will be no less than six (6) hours. Offeror's must include hourly rate, equipment delivery fee, and any other pertinent fees or charges. There will be a non-mandatory pre-proposal meeting Thursday, May 5, 2016 at 10:00 a.m. at Aiken County Government Center located at 1930 University Parkway, Silverton Conference Room #2207, Aiken, SC. This in the Parks, Recreation and Tourism suite. Please be prompt. Proposals must be submitted before 3:00 p.m. on Tuesday, May 10, 2016. You may hand-deliver or mail your sealed proposal to Aiken County Procurement, 1930 University Parkway, Suite 3201, Aiken SC 29801. Please email all questions concerning this solicitation to procurement@aikencountysc.gov. Phone calls will not be accepted.

Term of agreement: (Only one vendor will be selected for this contract) In the event Aiken County contracts for said services, the term of such agreement will be for one (1) year with four (4) option years for a maximum of five (5) years unless notice is provided by either party no less than 30 days before the agreement expires. The option renewals of the Agreement beyond the initial one-year term will be contingent upon the appropriation of funds. For years two through five, price increase will be based on the Consumer Price Index with a cap of three percent (3%) per year. Price increases must be approved by the Purchasing Agent of Aiken County in writing before implementation by the Contractor. Any unanticipated increases from the manufacturer for goods, or increase in the wage scale for services, will be documented in writing to Aiken County prior to any charges to the County. No administrative cost or percentage can be added to the increase. This agreement may be canceled by a ten-day written notice by the Purchasing Agent of Aiken County.

Payment Invoices: Invoices must be fully itemized and provide sufficient information for approving payment and audit. Invoices must be accompanied by purchase order number, contract number, department receiving items and signature of person receiving goods in order for payment to be processed. Once an area has been completed and inspected by a representative of Aiken County Parks, Recreation and Tourism site manager or the Parks, Recreation and Tourism Director the completed invoices will be given to Aiken County Parks, Recreation and Tourism and to the Procurement Department. Payment: Aiken County will make payment to the vendor within 30-days of receipt of a correct and complete invoice.



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Licenses & Permits: The Contractor is to obtain any licenses or permits required to perform this work at no additional expense to the Owner.

Insurance: Proof of Liability Insurance and Workmen's Compensation Insurance must be provided prior to commencing work.

Extras: Without invalidating the Contract, the Owner may order extra work or make changes by altering, adding to or deducting from the work, the Contract sum being adjusted accordingly where necessary or desirable. All work of the kind solicitation upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner and the price is stated in such order.

Materials, Services and Facilities: It is understood that the Contractor must provide and pay for all materials, labor, tools, equipment, water, lights, power, transportation, superintendence, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time. Any work necessary to be performed after regular working hours, on Sundays or legal holidays, shall be performed without additional expense to the Owner.

Chemicals Used During Maintenance: All chemicals used for project operation, whether herbicide, pesticide, disinfectant, polymer, and reactor or of other classification, must show approval of either EPA or USDA. Use of all such chemicals and disposal or residue must be in strict conformity with manufacturer's instructions.

Park Locations: Park locations are provided in separate document and will include park hours.